



UNITED NATIONS
UNIVERSITY

INTERNATIONAL RECRUITMENT Dresden, Germany

VACANCY ANNOUNCEMENT

Partnerships and Liaison Officer (P-2)

Organizational Unit : United Nations University International Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)

Reference Number : 2019/UNU/FLORES/FTA/PLO/98763

Applications to : ***By Post:***
United Nations University
International Institute for Integrated Management of Material Fluxes
and of Resources (UNU-FLORES)
Ammonstrasse 74
Dresden, 01067
GERMANY

By E-mail: hrflores@unu.edu

Closing Date : 28 February 2019

About UN University

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 SDGs, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. For more information, please visit <http://unu.edu>.

United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES):

The mission of UNU-FLORES is to contribute, through research, capacity development and dissemination of knowledge, to the resolution of pressing challenges in the area of sustainable use and integrated management of environmental resources (water, soil and waste), particularly in developing and transitional countries. It aims to serve within the UN as the think-tank on resources management and be internationally recognized as major hub and intellectual focal point promoting integrated management strategies addressing in particular the needs of developing and emerging countries. The Institute is located in Dresden, Federal Republic of Germany. For more information please visit <http://flores.unu.edu>.

Responsibilities:

Under the authority and supervision of the Director of UNU-FLORES, and in close cooperation with the Academic Officers and the Finance and Administrative Officer, the Partnerships and Liaison Officer will carry out the following tasks:

- Contribute to the analysis, mapping and identification of potential opportunities with partners such as other UN entities or UNU institutes, governments, NGOs, academia, think tanks and private sector;
- Serve as official focal point between UNU-FLORES, partners and stakeholders to facilitate programmes delivery;
- Initiate and or participate in partnership meetings with potential partners and ensure timely follow-up;
- Build a network of key partners and contribute to the identification, design, formulation and negotiation of new projects and programs, support drafting concept notes and project proposals;
- Contribute to the ongoing research, development and implementation of best practice and innovative approaches to maximise performance and sustain achievements in project and partnership development;
- Contribute to the institute's knowledge management and support with drafting internal guidelines;
- Identify and monitor legal issues for the institute and liaise with UNU-HQ;
- Coordinate the preparation of documents for internal/external upcoming meetings planned for the Director and provide support to institutional events (e.g. Advisory Committee meeting, CONDIR meeting, UN Day, Dresden Nexus Conference);
- Support the development of an organisational performance measurement system;
- In cooperation with Human Resources, enhance the Visiting Scholar Programme of the institute;
- Perform other related tasks as assigned by the Director.

Required Qualifications and Competencies:

- A PhD in a field connected to the mission of the institute;
- A minimum of four (4) years of progressively relevant work experience;
- Experience in developing and implementing partnership programmes is required;
- Experience in managing and seeking research funding from donors and international funding agencies;
- Skills in partnership building, project proposal development and development management are essential;
- Prior experience in managing and coordinating multi stakeholder projects is desirable;
- Ability to communicate clearly and efficiently with high level stakeholders;
- Proven skills to work in interdisciplinary teams and to generate innovative and practical solutions to challenging situations;
- Excellent oral and written communication skills in English and German; Knowledge of other official UN language would be an asset;
- Strong planning and organization skills, ability to work independently, take initiatives and prioritize work tasks;
- Strong proficiency in Microsoft Office applications;
- Flexibility and ability to work under pressure and complete tasks within given timeframes;
- Good team player with strong interpersonal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Willingness to travel.

Remuneration:

We offer competitive net salary (tax-exempted) at P-2 level commensurate to level of experience and allowances including post adjustment. Post adjustment is subject to change.

The post carries the standard set of United Nations benefits and entitlements for international positions in the UN Common System, including participation in the United Nations Joint Staff Pension Fund, the possibility of participation in a health insurance programme, education grant, removal expenses and home leave.

For more information about United Nations salary and entitlement/benefits, please visit http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm.

The UNU Rector reserves the right to appoint a suitable candidate at a lower level than that advertised.

Duration of Contract:

This is a full-time, fixed-term appointment and an internationally recruited post. The initial appointment will be for a period of one (1) year with the possibility of renewal on a rolling fixed-term appointment basis, subject to satisfactory work performance. The combined duration of fixed-term appointments shall not exceed six (6) years. The mandatory age of retirement for United Nations staff is 65 years old.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the United Nations University.

Applications from suitably qualified women candidates and those from developing countries are particularly encouraged.

Starting Date: as soon as possible

Application Procedure:

Interested applicants should submit their applications by email to hrflores@unu.edu and must include:

- A cover letter;
- A curriculum vitae;
- A completed and signed [UNU Personal History \(P.11\) form](#) downloadable from [UNU website](#). Please avoid using similar forms provided by other United Nations organizations
- Please insert the following reference number in the subject:
2019/UNU/FLORES/FTA/PLO/98763

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8)